

Schedule of Activities for the Resource Teacher

NOTE: All Sources of Evidence are in **bold**.

Prior to Orientation Meeting, you will:

- Go to www.epsb.ky.gov, click on *Log in to EPSB*, type in your username/password or create account.
- Access the *KTIP Forms and Resource Information* from the EPSB website, http://www.epsb.ky.gov/internships/KTIP_2015-2016_Forms.asp
- Meet with your Intern.
- Assist the intern in determining **Context** as part of the **Student Growth Goal**.
- Assist the intern with the initial section of the **Self-Assessment of Performance** as part of **Professional Growth Plan (PGP)**.
- Assist the intern in identifying ways to become involved in your school's/district's community for **Professional Involvement Log**.
- Establish tentative meeting dates for out-of-class hours.
- Create the Resource Teacher Time Sheet in the Intern Management System (IMS).
 - i. Fall Time Sheet – two payments
 - ii. Full Year Time Sheet – one payment
- Check with Principal for Orientation Meeting date.

During Orientation Meeting, you will:

- Review all materials, processes, and procedures, and discuss expectations.
- Discuss results of **Self-Assessment of Performance** as they will relate to **PGP**.
- Discuss **Student Voice Survey** process and when it will be administered. It is suggested that the survey be completed during Cycle 1 and Cycle 3. The Student Voice Survey is also available on the EPSB website.
- Discuss possible ideas for **Professional Involvement Log**.
- Review and make suggestions regarding **Context** and **Student Growth**.
- Set tentative timelines for completing all Sources of Evidence.
- Sign off on the Orientation Meeting in IMS.
- Work with committee members to set the observation and committee meeting dates.

Prior to Cycle 1 Committee Meeting, you will:

- Offer assistance with lesson planning and Sources of Evidence.
- Review **Context** and **Lesson Plan**.
- Observe intern for one hour or one class period using the Intern Performance Record (IPR) located on EPSB website.
- Conduct a post-observation conference.
- Assist the intern with **Professional Involvement Log** by helping to select activities in which the intern could be involved.
- Assist in development of **Records and Communication** and **Student Growth**.
- Work with the intern to identify strengths and priority areas for growth and possible types of professional development needed for **PGP**.
- Review all Sources of Evidence and enter component scores in IMS.
- Enter time spent with intern on the Resource Teacher Time Sheet in IMS.

During Cycle 1 Committee Meeting, you will: (1-60 instructional days from Orientation)

- Before meeting with intern, review all component scores and discuss the intern's priority growth areas with committee members.
- Agree upon the professional growth activities for Cycle 2 and identify assistance and other documentation needed for these activities.
- Discuss **Student Growth** - student growth goal, the strategies being used and the plan for

monitoring student progress. Identify any professional learning needs that should be addressed in the **PGP**.

- Discuss **Student Voice** results and its implications for the **PGP**.
- Discuss work on **Professional Involvement Log**.
- Clarify expectations for Cycle 2.
- Review dates for observations and committee meetings for Cycle 2.
- If all members have entered scores; sign off on the Cycle 1 Committee Meeting in IMS.

Prior to Cycle 2 Committee Meeting, you will:

- Assist with lesson planning.
- Review the **Lesson Plan**.
- Observe intern for one hour or one class period using either the IPR located on EPSB website.
- Conduct a post-observation conference.
- Review progress made implementing professional growth activities and assist with **PGP**.
- Review progress on **Professional Involvement Log**.
- Assist with updates to **Student Growth**.
- Review all Sources of Evidence and enter component scores in IMS.
- Enter time spent with intern on the Resource Teacher Time Sheet in IMS.

During Cycle 2 Meeting, you will: *(61-110 instructional days from Orientation)*

- Before meeting with intern, review all component scores and discuss the intern's priority growth areas with committee members.
- Review **PGP** with the intern.
- Review and make suggestions on **Professional Involvement Log**.
- Discuss **Student Growth**.
- Review **Records and Communication** and **Context**. Discuss if additional documentation is needed.
- Review dates for observations and committee meetings for Cycle 3.
- If all members have entered scores; sign off on the Cycle 2 Committee Meeting in IMS.

Prior to Cycle 3 Meeting, you will:

- Assist with lesson planning.
- Assist intern in the videotaping if the lesson is to be taped.
- Review the **Lesson Plan**.
- Observe intern for one hour, one class period, or view videotaped lesson using the IPR located on EPSB website.
- Assist intern in completing the Cycle 3 section of the **Self-Assessment of Performance** and the **PGP**.
- Review all Sources of Evidence and enter component scores in IMS.
- Finalize the Resource Teacher Time Sheet.

During Cycle 3 Committee Meeting, you will: *(111-140 instructional days from Orientation)*

- Discuss all required and completed Sources of Evidence.
- Discuss all component scores with committee members, using professional judgment to reach consensus. If consensus cannot be reached, majority rules. **Intern must receive at least Developing on all components in order to be successful.**
- If all members have entered scores; sign off on the Cycle 3 Committee Meeting in IMS.